

5. The postcard – Postcards are available through the FSO-MA. Use them when the message is short. They are good to announce meetings, member training sessions, BS&S class reminders, etc. Another benefit is that they also save on postage and envelope costs.
6. Informal Communications – In e-mails, notes, handwritten replies to letters, and other such informal communications no closure statement (e.g. “yours truly”, “your friend”, or “sincerely”) is required. However, naval tradition has indicated that if the writer desires to use a closure statement, the closure “very respectfully” or “respectfully” is appropriate. “Very respectfully” is used when communicating junior to senior and “respectfully” is appropriate when communicating senior to junior.





U. S. COAST GUARD AUXILIARY DEPARTMENT OF TRAINING MATERIAL EVALUATION SHEET

FLOTILLA PROCEDURES MANUAL COMDTINST M16791.5

I. Instructions:

In order to improve and maintain quality and applicability of training materials it is necessary to obtain information from the user/member. Please rate the following areas on a scale from 1 to 5. After completing this sheet, please fold, staple or tape, with the self-address showing, place a first class stamp in the upper right hand corner, and mail.

II. Text:

A. Organization	Not	Very
1. Material presented in a clear and understandable manner.	<u>Clear</u>	<u>Clear</u>
2. Material well organized.	1 2 3 4 5	1 2 3 4 5
	<u>Poor</u>	<u>Excellent</u>
	1 2 3 4 5	1 2 3 4 5
B. Content	Poor	Excellent
1. Material addresses issues	1 2 3 4 5	1 2 3 4 5
2. Material meets needs of members	1 2 3 4 5	1 2 3 4 5
C. Quality	Poor	Excellent
1. Overall Quality	1 2 3 4 5	1 2 3 4 5

III. Please give us your specific comments on items that can be improved.

If you wish an acknowledgement, please indicate your name, address, and Auxiliary number:

Name: _____

Address: _____

Member Number: _____

Department of Transportation
Commandant (G-OCX)
Room 3501
2100 Second Street, SW
Washington DC 20593-0001

Fold Here

AFFIX POSTAGE
STAMP HERE

OFFICIAL BUSINESS

U. S. COAST GUARD AUXILIARY
9449 WATSON INDUSTRIAL PARK
ST. LOUIS MO 63126

ATTENTION: DC-T

Fold Here

Fold Here